To Post a Job, Internship, or Volunteer Opportunity on Handshake:

1) Login to https://app.joinhandshake.com/login and make sure your department's Employment dashboard is visible.

NOTE: Job is used as a general term for posting opportunities, you will have an opportunity to select the type of opportunity later on in this process.

- Start by *clicking* **Post a Job** from your home dashboard or *clicking* on **Jobs** in the left-hand navigation bar and *clicking* **Create Job** in the top right-hand corner.

- You will now be asked to complete 4 tabs in the posting. These include the job **Basics**, **Details**, **Preferences**, and **Schools** you'd like to post the position to.

- *Helpful Tip: the more fields you complete, the more well defined your posting will be (and the more likely you'll be to attract well-qualified candidates and approvals).*

2) Let's start by going through **Job Basics**:
- **Where should students submit their application?**
    - o Option 1: students apply through the Handshake System allowing you to manage applications and communicate with students within the system.

Where should students submit their application?
- ● Apply in Handshake
- ○ Apply through external system

Job title

[   ]

    - o Option 2: students apply through external system.

Where should students submit their application?
- ○ Apply in Handshake
- ● Apply through external system

Job title

[   ]

+ add an ATS / job code to match against your applicant tracking system (this will not sync applications)

Website or Applicant Tracking System URL

[   ]

Instructions for external applications (Optional)

[   ]

Use plain text only (do not include URLs or HTML formatting).

- **Job Title**
    - o It is helpful to:
        - ▪ Add Federal Work Study in the title if applicable
        - ▪ Add the Department/Program Name in the title

Job title

[   ]

- **Company Division**
    - o Leave blank

Company Division (Optional)

[Select a division   ▾]

- **Display your Contact Information to Students**

Display your contact information to students?
- ● Name only
- ○ Don't show my info

- Add a **Job Type**

Job Type
- ○ Internship
- ○ Cooperative Education
- ○ Experiential Learning
- ○ On Campus Student Employment
- ○ Fellowship
- ○ Graduate School
- ○ Job
- ○ Volunteer

- Add an **Employment Type & Duration**
  - o Add both the start and end dates.

Employment Type
- ○ Full-Time
- ● Part-Time

Duration
- ○ Permanent
- ● Temporary / Seasonal

Start date	End date
yyyy-mm-dd 🗓	yyyy-mm-dd 🗓

- **Work Study Job**
  - o Please keep in mind that if this *is* a work study job, all students will be able to view this job. Students who are not eligible, should not apply, however many will still do so. You will need to work with Financial Aid to access a list of eligible Federal Work Study students and notify the student they do not qualify for the job. You may also instruct the student to check BearPaws for information related to FWS eligibility.

Is this a Work Study job?
Work study jobs are for eligible students only.
- ○ Yes
- ● No

Is this a Work Study job?
Work study jobs are for eligible students only.
- ● Yes
- ○ No

3) Once you're finished with **Job Basics**, choose **Next** along the bottom of your screen. Next, we'll go through adding in your **Job Details**. You may also click **Save** at the bottom right at any time to save your work.

`<` | **Basics** | Details | Preferences | Schools | Preview | **Next >**

Save

- Add a **Description** for your opportunity.
    - If you copy and paste a description from your own website, we'll retain all of the formatting for you
- To get your opportunity approved, please list the following information:
    - Primary responsibilities
    - Required and desired skills
    - Required availability
    - Expectations
    - Career Skills student will gain through this opportunity (Learn About Career Skills)

Description

| Heading 1 ⇳ | **B** | *I* | U̲ | A | Ⱥ | ⅰ☰ | ☰ | ☰ | 🔗 | 🖼 | I̶ₓ |

You can copy and paste a description directly from your website — we'll retain all the formatting.

- Choose **Job Functions** from the drop down list
    - This helps students search for jobs by their functional area
    - This is a list defined internally created and maintained by Handshake. *If you don't see the specific function you're looking for, please select "Misc."*

Job function

Choose a job function... ▾

Accounting

Actuary

Administration

Advertising, Media & PR

Architecture & Planning

Business Development

- Add **how many students** you will select for this opportunity.

How many students do you expect to hire for this position?

[⇕]

This number can be approximate and will not be displayed to students.

- If a paid opportunity, you may enter **Job Salary** if you'd like, however this is completely optional.
  - You can also toggle the dropdown on the right between per year / per month / per hour, or mark the opportunity as an unpaid position

Approximate salary

○ Paid ○ Unpaid

| $ | | Per hour ▾ |

Enter a number, not a range. Specifying a salary value is optional.

- Enter a **location** for your opportunity
  - Please begin typing 44 Pierrepont Ave…then select the college address from the selection.
  - It is recommended that the "Allow Remote Workers" is not checked as having a physical location for employees to work from and have direct access to a supervisor and team is beneficial in their overall career development, however if this applies to your particular position, you may check this.

Job location

44 Pierrepont Ave

44 Pierrepont Ave, Potsdam, New York 13676, United States of America

☐ **Allow remote workers**

- Finally, if you'd like for a student to submit documentation in Handshake, you can select **documents to require** students to submit with their application.

Required documents (Optional)

☑ Resume

☑ Cover Letter

☐ Transcript

☑ Other Document (e.g. work sample, course schedule, or other misc documents)

Name and contact information of a professional reference

4) Once you're finished with **Job Details**, choose **Next** along the bottom of your screen to reach the **Job Preferences** tab**:**

- **NOTE:** all of these preferences are completely optional, and you should leave blank, so you are not entering into discriminatory practices based on labor laws. However, if your opportunity is only available for certain class years such as a Graduate Assistanceship or an Internship, you may select the school years. These will NOT prevent students from applying – so please make sure you are reviewing your applications closely.

-

ℹ️ Students who do not meet your work authorization, graduation date, GPA, and major preferences will still be able to apply, but we'll highlight which ones don't match (and let you filter them out).

Graduation date range (Optional)

Earliest grad date

| month ▾ | year ▾ |

Latest grad date

| month ▾ | year ▾ |

Hiring alumni? You can leave earliest graduation date blank.

School years (Optional)

- ☐ Freshman
- ☐ Sophomore
- ☐ Junior
- ☐ Senior
- ☐ Masters
- ☐ Doctorate
- ☐ Alumni
- ☐ Postdoctoral Studies
- ☐ Masters of Business Administration

- Add a **Minimum GPA** value

Minimum GPA (Optional)

[   ]

Major categories (Optional)

☐ Agriculture, Food & Horticulture - 0 of 9 majors selected

☐ Arts & Design - 0 of 17 majors selected

☐ Business, Entrepreneurship & Human Resources - 0 of 24 majors selected

☐ Civics & Government - 0 of 9 majors selected

☐ Communications - 0 of 7 majors selected

☐ Computer Science, Information Systems & Technology - 0 of 10 majors selected

☐ Education - 0 of 10 majors selected

☐ Engineering - 0 of 19 majors selected

☐ General Studies - 0 of 3 majors selected

☐ Health Professions - 0 of 17 majors selected

☐ Humanities & Languages - 0 of 12 majors selected

☐ Life Science - 0 of 14 majors selected

☐ Math & Physical Sciences - 0 of 4 majors selected

☐ Natural Resources, Sustainability & Environmental Science - 0 of 11 majors selected

☐ Social Sciences - 0 of 9 majors selected

These consolidate individual majors across every school on Handshake. Choose a specific major by school.

- Finally, configure who should receive **Applicant Packages**, and with what frequency. We've also added additional details on this below

Applicant package recipients

Choose recipient ▾

Not seeing the recipient you're looking for? Create a new contact

✕ **Julie Johnson**

☑ **Email a summary of all applicants once my job expires**

☐ **Email every time a new student applies**

   ⚪ Send all applicants

   ⚪ Only send applicants who match all preferences

- Setting up who should receive **Applicant Packages**
    - **Email a summary** - you'll receive one email once your opportunity expires
    - **Email every time** - you'll get emails each time a new student applies. If you choose this option, you can then specify whether you want every student who applies, or only students who match all of your preferences (Eligibility for international students, grad date / year, GPA, and Major).
    - You'll see your name listed first. You can select (or remove) the following options:
    - You can also add other teammates to receive packages by choosing from the dropdown. If you haven't added them as a contact yet, there will be + add new contact at the bottom of the dropdown.

5) Once you're finished with **Job Preferences**, choose **Next** along the bottom of your screen. Next, we'll go through **School selection:**

| ‹ | Basics | Details | **Preferences** | Schools | Preview | Next › |

- **Select Add Favorite Schools**, and you'll see SUNY Potsdam appear in the table below

Job postings

Search your schools to add job postings ▾

Global apply start date ⓘ   Set global start 📅

Global expiration date ⓘ   Set global expiration 📅

Add All Schools   **Add Favorite Schools**   **Find More**

Schools	Interview on campus?	Apply start date	Expiration date
✕ Potsdam The State University of New York at Potsdam	☐	2019-06-04 08:00 am 📅	yyyy-mm-dd 📅

- Once you've added schools, you'll see a few options to manage them
  - **Interview on campus?** - selecting this will simply flag this opportunity on the school side, as an employer potentially interested in interviewing. To actually request an on campus interview, please see the [relevant help article](#).

Interview on campus?

☐

  - **Apply start date** - you can choose if you'd like to block students from applying to your opportunity until a specific date.
  - **Expiration date** - you can update the date that the opportunity will expire at that school (and students will no longer be able to apply).

6) Choose **Next** on the bottom navigation to review your opportunity

7) If all correct, click **Save** on the bottom righthand side of screen. If not correct, use the pencil icons to edit.

8) Your opportunity will be reviewed by Career Services and approved within 2 business days.